

APPENDIX N

ROBINS AFB FLIGHTLINE REQUIREMENTS

**BY ORDER OF THE COMMANDER
ROBINS AIR FORCE BASE GA 31098**

RAFB INSTRUCTION 13-206

1 NOVEMBER 2003



Space/Missile/Command & Control

**CONTROL AND OPERATION OF VEHICLES
ON ROBINS AFB FLIGHTLINE AND INDUSTRIAL AREA**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 13-2, *Air Traffic Control, Airspace, Airfield and Range Management*. The control of vehicle traffic is governed by the contents of this instruction and standard instructions contained in AFI 13-213, *Airfield Management*; AFI 24-301, *Vehicle Operations*; AFI 24-302, *Vehicle Maintenance Management*; AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*; and AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*. This instruction establishes responsibilities, procedures, and restrictions for the safe control and operation of vehicles and equipment on the airfield. It applies to all personnel requiring access to the airfield.

SUMMARY OF REVISION: This instruction replaces RAFBI 13-204 and should be read in its entirety. The following name is changed: Base Operations (BOPS) is now Airfield Management Operations (AMOPS).

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Chapter 1

Terms Explained

1.1. AF Form 483, *Certificate of Competency*. The AF Form 483 is the competency card that allows individuals to drive on the flightline and/or industrial area. All AF Form 483s will be dated and numbered for accountability (see Attachment 10).

1.2. Airfield. Area utilized for aircraft operations and maintenance, encompasses the flightline and industrial area.

1.3. Airfield Construction Crews. Individuals that have contracts involving the repair, modification, etc. of taxiways, taxilanes, runways, and associated areas.

1.4. Airfield Information/Guidance Signs. Located at intersecting pavement areas that define location, direction and designation of runways and taxiways. They also indicate hold short and instrument hold lines. Signs are lit for nighttime/inclement weather operations.

1.5. Chief, Airfield Management (CAM). The individual with the overall authority and responsibility of the Flightline/Industrial Area Driving Program. He/she has the authority to revoke any AF Form 483 and have personnel removed from the flightline and industrial area environment.

1.6. Contractor. Used in reference to any individual that is not military, DoD personnel, or deemed an airfield construction crewmember.

1.7. Controlled Movement Areas (CMA). Areas on the airfield that two-way radio contact with the control tower must be established before entering. A rotating beacon or emergency flashers are required for all vehicles operating in the CMA.

1.8. Deputy Chief, Airfield Management (DCAM). The assistant to the CAM, responsible for development of the Flightline/Industrial Area Driving Program. He/she has the authority to revoke any AF Form 483 and have personnel removed from the flightline and industrial area environment.

1.9. Flightline. This area includes the runway, all taxiways, ramps and aprons, hot pads, and airfield roadways inside the foreign object damage (FOD) checkpoints (see Attachment 1). A double solid yellow line is used to distinguish between the flightline and industrial area.

1.10. Flightline and/or Industrial Area (POV) Pass. Pass issued to personnel that have a recurring mission requirement to operate a privately owned vehicle (POV) or commercial vehicle on the airfield.

1.11. Flightline Driving Program Manager (FDPM). The individual selected by the unit commander or program directorate [normally the Vehicle Control Officer or Vehicle Control

Noncommissioned Officer (VCO or VCNCO)] to administer the flightline/industrial area driver's training program, in accordance with (IAW) this regulation and AFI 13-213, Chapter 4.

1.12. FOD Checkpoint. Marked area at flightline entry where vehicles must stop and inspect vehicle and tires for FOD.

1.13. Foreign Object Damage/Debris (FOD). An object located on the airfield that could damage an aircraft's engine, tires, etc. This includes, but is not limited to the following: rocks, pebbles, rags, screws, nuts, washers, bolts, safety wire, tools, paper products, cans, etc.

1.14. Hold Position Markings. At Robins, two solid and two dashed yellow lines painted approximately 100 feet from the runway edge, which define boundary between runway and taxiway (reference Attachment 2 and 4). Commonly referred to as the Visual Flight Rules (VFR) Hold Lines.

1.15. Industrial Area. The area inside the airfield boundary gates not defined as flightline. A double solid yellow line is used to distinguish between the flightline and industrial area.

1.16. Instrument (INST) Hold Position Markings. Two yellow horizontal lines along with vertical painted lines (resemble a railroad track) marking the boundary of the Instrument Landing System (ILS) hold position. Used to protect aircraft conducting instrument approaches during inclement weather (see Attachment 4).

1.17. INST Hold Short Sign. Red background sign with white letters; instrument hold position markings are co-located adjacent to painted INST Hold Line. Used to protect aircraft conducting instrument approaches during Instrument Flight Rules (IFR).

1.18. Movement Area. Runways, taxiways, and other areas utilized for taxiing, air taxiing/hover taxiing, takeoff and landing of aircraft, exclusive of loading ramps and parking areas. Taxiways on the periphery of ramp areas are part of the movement area.

1.19. Ramp. Paved areas within the airfield perimeter, excluding taxiways and runways, where aircraft parking and maintenance occur.

1.20. Runway. Paved area used for takeoff and landing of aircraft.

1.21. Shared Pass. A flightline or industrial area POV pass that is assigned to a unit and controlled by the FDPM and assigned to people in that unit.

1.22. Taxiway. Paved area used primarily for aircraft taxiing, towing and occasional parking.

1.23. Tow way. Area of the ramp used primarily for aircraft towing operations.

1.24. Vehicle. All federal, state, and local government vehicles, as well as private and commercial vehicles. Golf carts, bicycles/tricycles and similarly sized conveyances are also considered vehicles.

1.25. White Stop Bar. Vehicle Access Marking. Located at vehicle access roads to the runway and taxiways. All vehicles must receive approval from the control tower prior to crossing.

Chapter 2

General

2.1. Applicability. All personnel operating a vehicle on the flightline and industrial area shall be familiar with local flightline and industrial area rules and procedures, and must possess a valid/current AF Form 483.

NOTE: Any person without the proper credentials (military ID/contractor badge/DoD ID, a current AF Form 483 and a Flightline or Industrial Area POV pass, a temporary flightline/industrial area pass, or an airfield construction pass) will not be given access to the airfield with their POV. ALL GOV drivers on the airfield will have an ID and a current AF Form 483.

2.2. All personnel will attend an initial flightline/industrial area driver's course prior to being authorized to drive on the flightline or industrial area. Training will be completed IAW Chapter 5 of this publication.

2.2.1. All personnel will complete refresher training annually. **EXCEPTION:** Individuals with **"Authorized RAFB Industrial Area"** stamped on their AF Form 483 need only to complete refresher training every three years.

2.3. Unit directors/commanders will ensure personnel are trained to understand proper speed limits, airfield marking and the differences between the flightline and industrial area (see Chapter 6).

2.4. The CAM, DCAM, or designated Airfield Management (AM) representative are the only authorized signatories on the AF Form 483 for initial training. The AF Form 483 will be stamped **"AUTHORIZED RAFB FLIGHTLINE"** or **"AUTHORIZED RAFB INDUSTRIAL AREA"** and validated with the signature of the CAM, DCAM, or designated AM representative.

NOTE: Individuals not allowed in controlled movement areas will have **"RESTRICTED CMA"** stamped on the front of their AF Form 483.

2.5. Individuals authorized to drive on the flightline have authorization to drive in the industrial area. However, individuals authorized to drive in the industrial area only **ARE NOT** authorized to drive on the flightline.

2.6. All GOV vehicles that operate inside the FOD checkpoints will be equipped with a self-closing FOD container.

2.7. Job necessity will be the only consideration in determining vehicle use on the flightline and industrial area. Personal convenience is not a consideration.

2.8. An AF Form 483 is required for the flightline and industrial area, and shall be documented per Attachment 10.

2.9. The area directly in front of building (bldg) 127 is designated as flightline. This is the transient parking area for Robins AFB.

2.10. For safety concerns, the use of cell phones in government vehicles is prohibited and use in POVs is highly discouraged while driving on the flightline or industrial area.

2.11. Non-Operations Personnel. Some positions may have a requirement for access to the flightline and industrial area on a recurring basis. Justification and individual arrangements will be made with the CAM, DCAM, or designated AM representative. A temporary pass with an expiration date may be authorized.

Chapter 3

Responsibilities

3.1. 78th Air Base Wing Commander will:

3.1.1. Designate personnel and agencies to support the Flightline/Industrial Area Driving Familiarization Training Program.

3.1.2. Have the authority to reinstate flightline and industrial area driving privileges for individuals performing mission-essential duties, upon suspension/revocation of base driving privileges.

3.1.3. Approve/Disapprove all Privately Owned Vehicle (POV) flightline and industrial area passes necessary to accomplish the mission.

3.2. Unit Commanders or Program Directors will:

3.2.1. Screen and carefully select FDPM or alternate via an appointment letter and provide a courtesy copy to 78 OSS/OSAB (see Attachment 6).

3.2.2. Ensure certified personnel are qualified to drive on the flightline and industrial area.

3.2.3. Ensure all personnel who must drive on the flightline and industrial area under their command are properly trained.

3.2.4. Limit the number of personnel authorized to drive on the flightline and industrial area to the absolute minimum necessary to accomplish the mission.

3.2.5. Upon suspension/revocation of a unit member's base driving privileges, suspend/revoke the member's flightline and industrial area driving authorization and notify the unit FDPM and CAM, DCAM, or designated AM representative (see Attachment 12).

3.2.6. Request reinstatement of an individual's AF Form 483 by providing a memorandum to the 78 OSS/OSAB (see Attachment 13).

3.3. CAM, DCAM, or Designated AM Representative will:

3.3.1. Develop a local flightline and industrial area driving familiarization training program and provide it to the unit FDPM or alternate, as appropriate.

3.3.2. Train unit FDPM or alternate on flightline and industrial area driving requirements and use of the Flightline/Industrial Area Driving Familiarization Training Program.

3.3.3. Develop and update the Flightline/Industrial Area Driving Familiarization Training Program as required.

3.3.4. Issue, collect, and control 78 ABW/CC approved POV flightline and industrial area passes.

3.3.5. Approve, issue, collect and control airfield construction crew and temporary POV flightline and industrial area passes.

3.3.6. Conduct flightline and industrial area driving classroom training for TDY personnel not assigned to units at Robins AFB, airfield construction crews, and as deemed necessary by 78 OSS/OSA.

3.3.7. Validate documentation, sign, and appropriately stamp AF Form 483s to qualified personnel for the FDPM to distribute.

3.3.8. Monitor/inspect all unit flightline and industrial area driving training programs annually for effectiveness. Prepare a memorandum for record of inspection results and distribute to unit CCs and FDPM. Results will be briefed at the quarterly AOB.

3.3.9. Conduct random patrols of the flightline and industrial area to enforce all standards.

3.4. Unit FDPM or Alternate will:

3.4.1. Be flightline and industrial area driving qualified.

3.4.2. Administer their unit's flightline and industrial area driver training program in accordance with Attachment 7.

3.4.3. Maintain records, associated forms and a list of all unit personnel authorized to drive on the flightline and industrial area (see Attachment 16 and 17). Forward a copy to the DCAM by the 15th of each month.

3.4.4. Provide classroom training, to include control tower light gun signal recognition.

3.4.5. Provide/coordinate orientation and practical flightline and industrial area day and night driving check ride.

3.4.6. Ensure annual refresher training is conducted for all personnel assigned to their organization that possess an AF Form 483, stamped "AUTHORIZED RAFB FLIGHTLINE." (Individuals with AF Form 483 stamped "AUTHORIZED RAFB INDUSTRIAL AREA" are only required to conduct refresher training every three years).

3.4.7. Sign and annotate the date of the refresher training on the back of the AF Form 483 (see attachment 10).

3.4.8. Notify Unit Commander, CAM, DCAM, or designated AM representative in writing after suspension or revocation of an individual's flightline and/or industrial area driving privileges (see Attachment 12).

3.4.9. Train their replacement at least 30 days prior to replacement assuming unit FDPM duties. New FDPM will contact DCAM within 30 days of assuming duties for initial flightline drivers training program orientation.

3.4.10. Ensure each individual's AF Form 110 have been checked and that all trainees are authorized, licensed, and/or certified to operate either a privately/government/contractor owned or leased vehicle on Robins AFB.

3.4.11. Ensure all trainees are qualified to drive the vehicle(s) they will be operating on the airfield.

3.4.12. Schedule personnel for color vision testing if they fail the color vision check.

3.4.13. Give completed Record of Flightline and Industrial Area Driving Training Certification Form and a completed AF Form 483 to Airfield Management for signature.

NOTE: All numbering of AF Form 483s will start with individual's unit, office or directorate symbol and a sequential number. Example: 78 OSS-001

3.4.14. Distribute AF Form 483s to trainees after AM signature.

3.4.15. Immediately notify CAM, DCAM, or designated AM representative when passes are lost or missing, and upon recovery of lost or missing passes.

3.5. Contractors will:

NOTE: Sponsoring units are responsible for the flightline and industrial area drivers training of contractor personnel assigned to or performing work associated with their organization.

3.5.1. Submit a formal request through their FDPM or support directorate, obtain the appropriate training through their host agency and follow the same guidelines as other drivers on the airfield. They must have a contractor badge, possess a current AF Form 483, and a flightline or industrial area POV pass to access the airfield.

3.5.2. Airfield construction crews performing work on the airfield will be the responsibility of their sponsoring unit/organization. Airfield construction crews will be required to obtain the appropriate airfield driver's training and an AF Form 483 through their host agency, and a temporary airfield construction crew pass to access the airfield. AMOPS may provide them flightline driver's training as workload permits.

NOTE: Airfield construction crew POV passes will be issued exclusively by CAM or DCAM. This does not apply to material suppliers, who are escorted on and off the airfield environment by their airfield construction crew.

3.6. Flightline and Industrial Area Drivers will:

3.6.1. Comply with all governing directives and safety practices while driving within Robins AFB flightline and industrial area, and possess a valid/current AF Form 483.

3.6.2. Ensure compliance at all FOD checkpoints.

3.6.3. Be alert for FOD items in the flightline and industrial area environment. When possible pick up FOD. If unable to pick up FOD, report it to Airfield Management Operations (AMOPS) at extension 6-2114 immediately.

3.7. TDY personnel. Use of POVs and rental vehicles on the flightline and industrial area for deployed unit missions, inspection teams, etc., may be authorized by the CAM, DCAM, or designated AM representative on a case-by-case basis. (see Attachment 14).

3.7.1. TDY personnel possessing an AF Form 483 and licensed to drive on their home station flightline may drive at Robins AFB flightline and industrial area after receiving a general airfield safety briefing to include, but not limited to:

- 3.7.1.1. ILS Critical Area
- 3.7.1.2. Airfield boundary
- 3.7.1.3. Controlled Movement Area
- 3.7.1.4. General Driving Rules
- 3.7.1.5. Runway Hold Lines
- 3.7.1.6. Other Pertinent Information

3.7.2. Satisfactory completion must include a flightline and industrial area check ride by CAM, DCAM, designated AM representative, or FDPM. The CAM, DCAM, designated AM representative, or FDPM will maintain records, associated forms, and a list of all TDY personnel authorized to drive on the flightline and industrial area.

3.7.3. Personnel not licensed at their home station will not drive on the Robins AFB flightline or industrial area without completing the initial training course.

NOTE: Hosting/sponsoring units are responsible for the flightline and industrial area drivers training of TDY personnel.

3.8. Security Forces Squadron (SFS) will:

3.8.1. Provide daily patrols of the flightline and industrial area.

3.8.2. Use the driving violation assessment in paragraph 7.6 to assess points to base driving privileges.

3.8.3. Enforce all traffic rules and directives on the flightline and industrial area.

3.8.4. Ensure unauthorized vehicles are prohibited from operating on the flightline and industrial area.

3.8.5. Report all flightline and industrial area violations to the CAM, DCAM, or designated AM representative, at extension 6-2114.

Chapter 4

Procedures for Obtaining an AF Form 483

4.1. To obtain an AF Form 483, an individual must be selected by his/her unit commander or program director to receive flightline and industrial area driving training.

4.2. The individual must complete all training items within section 2 of Attachment 9, "Record of Flightline and Industrial Area Driving Training and Certification."

NOTE: Items d thru g are not applicable to obtain industrial area only training.

4.3. Possess a valid state driver's license.

4.4. Obtain a color vision check IAW paragraph 5.1.3. of this instruction.

4.4. Attend initial flightline and industrial area driver's training. Upon completion of the driver's training class, each individual must complete a written exam and receive a grade of at least 80%, corrected to 100%.

4.5. Complete an airfield orientation (day and night) with an individual who possess a valid Robins AFB AF Form 483 in the respective area of training required and the practical driving test.

4.6. Individual will return the completed and signed (by immediate commander or program director) "Record of Flightline and Industrial Area Driving Training and Certification" form to their FDPM.

4.7. FDPM will take completed form to Airfield Management (AM) for signature and to obtain an AF Form 483.

4.8. AM will sign and stamp the AF Form 483 appropriately and return it to the FDPM, for distribution.

NOTE: All individuals possessing an AF Form 483 are required to accomplish annual refresher training either through your FDPM or on-line at wwwmil.robins.af.mil/osaf/flightline. Your unit's FDPM will sign and annotate the date of the annual refresher training on the back of the AF Form 483. Individuals with "RAFB Industrial Area Driving" stamped on their card need only to complete refresher training every three years.

4.9. Airfield construction crews will contact the CAM/DCAM to schedule local training and issuance of AF Form 483s and vehicle passes (no later than 30 days prior to beginning construction).

Chapter 5

Training

5.1. Requirements. The following items are needed before selection for initial flightline or industrial area driving training:

5.1.1. Driving History. A supervisor of the requesting individual will review his/her AF Form 110, Individual Incident Reference Record, and AF Form 1313, Driver Record before requesting flightline and industrial area vehicle access training. POC: 78 Security Forces, extension 6-5842. The purpose of the review is to ensure the individual has base driving privileges (reference Attachment 9).

5.1.2. Driver's License. Possesses a current state driver's license.

5.1.3. Color Vision. Check individual's color vision to distinguish between red, green, white, yellow, and blue (for those requiring access to the radio controlled movement area).

EXEMPTION: This check is not required if individual's AFSC or job description requires color vision. The unit FDPM or alternate, CAM, DCAM, designated AM representative, will administer the color vision check, thru the use of an approved vision color chart (contact AMOPS for procedures to obtain the appropriate vision color chart). If the individual fails the color vision check, the unit FDPM will coordinate with the hospital/clinic to determine if a "restricted access" permit should be approved. Restricted access in these cases will involve no access to controlled movement areas. The AF Form 483 will be noted "RESTRICTED CMA."

NOTE: Color Vision check is not applicable to obtain industrial area only training.

5.2. Initial Flightline and Industrial Area Driving Training. Complete these requirements in the order listed after the items in paragraph 5.1 have been accomplished.

The following training must be accomplished prior to classroom training.

NOTE: This training can be accomplished by individuals who possess a valid Robins AFB AF Form 483 in the respective area of training required.

5.2.3.1. Day orientation ride.

5.2.3.2. Night orientation ride.

5.2.3.3. Driving Evaluation. (practical)

5.2.4. Scheduling Initial Flightline and Industrial area Driving Classroom Training: This training is scheduled through each unit's FDPM or alternate IAW AFI 13-213, Chapter 4. Training will be accomplished via CD-ROM or other electronic means. Training will emphasize speed and security requirements as well as a general understanding and familiarization of the

flightline and industrial area. Recognition of the areas during day and night hours is essential to ensure the driver understands his/her boundaries of operation (see Attachment 1).

NOTE: Classroom training is also provided by the 78MSG/DPET on a space available basis by calling 926-6089.

5.2.5. Written Exam. FDPM or alternate will administer the flightline and industrial area-driving test. The test will be a part of the classroom training when taught by the CAM, DCAM, or designated AM representative.

NOTE: Testing will be at the unit level, but all test sheets will be provided by the CAM, or DCAM.

5.2.6. Once the trainee has satisfactorily completed all of the above training, the trainee will have his/her AF Form 483 signed by the CAM, DCAM, or designated AM representative and stamped "AUTHORIZED RAFB FLIGHTLINE" or "AUTHORIZED RAFB INDUSTRIAL AREA." The AF Form 483 stamped for flightline is valid for one year (three years for industrial area stamped forms). Do not laminate your AF Form 483, due to the need to document refresher training on the back (reference paragraph 5.3.).

5.3. Annual Flightline and Industrial Area Driving Refresher Training. Each unit FDPM or alternate will ensure their flightline driving personnel complete the annual refresher training. The trainee will complete the refresher training prior to the anniversary of his/her AF Form 483 date of issue.

NOTE: AF Form 483 stamped "AUTHORIZED RAFB INDUSTRIAL AREA" only require refresher training every three years.

5.3.1. Refresher training does not require testing, but it does require documentation and validation by AM or FDPM. If the AF Form 483 expires prior to completion of refresher training, the trainee is required to retake the initial training course and retest. The unit FDPM or alternate, CAM, DCAM, designated AM representative are authorized to certify refresher training, and sign and date the back of the AF Form 483.

5.3.2. Refresher training should be accomplished through each unit's FDPM or thru the use of the 78 OSS/OSAB computer base program available on the Internet at wwwmil.robins.af.mil/osaf/flightline. The refresher-training program on the Internet will prompt several sign-in screens and produce a certificate at completion, sent to your email account. After completion, take the certificate to the FDPM or alternate. If you do not possess an email account, insert your FDPM or alternate's email account address when prompted to add yours (units without a FDPM - bring certificate and AF Form 483 to CAM, DCAM or AM representative for update).

Chapter 6

Driving Procedures

6.1. General. All personnel driving on the flightline and/or industrial area environment will comply with the procedures, directions, and limitations described in AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, AFOSHSTD 91-100, *Aircraft Flightline - Ground Operations and Activities*, AFI 31-101, *Installation Security Program*, AFI 13-213, Chapter 4, *Airfield Management* and this instruction.

6.2. FOD Control: EVERYONE'S RESPONSIBILITY!

6.2.1. All vehicle operators **WILL** conduct a FOD check prior to entering the flightline.

6.2.2. Operators will ensure all equipment carried on vehicles is stowed properly and secured.

6.2.3. If a vehicle has been driven off a paved surface while on the airfield, check and clean tires of any rocks or soil immediately after returning to a paved surface.

6.2.4. Vehicles responding to an emergency are exempt from stopping to perform a FOD check.

6.3. Passengers in Vehicles. Personnel will not ride on any part of a vehicle not intended for carrying passengers, i.e., back of trucks or golf carts. Also, personnel will not ride in or upon trailers. Side and back doors, will be closed or a safety net installed when the vehicle is in motion.

6.4. Vehicles Authorized on the Flightline and/or Industrial Area.

6.4.1. Emergency response vehicles such as ambulances, Security Forces, explosive ordinance disposal, safety, crash and firefighting vehicles.

6.4.2. Government Owned Vehicles (GOV) used for official business.

6.4.3. Airfield Construction Crew vehicles possessing a temporary airfield construction crew vehicle pass issued by the CAM or DCAM.

6.4.4. Contractor vehicles. Contractors on the flightline or industrial area must display the appropriate contractor symbols/verbiage on the doors of their vehicle and possess a flightline or industrial area POV pass.

6.4.5. Vendors sponsored thru AAFES.

NOTE: Receiving units with proper flightline and industrial area credentials **WILL** escort service and delivery vehicles making trips onto the flightline and industrial area. Contractors with "escort authorization" indicated on their security forces issued contractor badge may escort their material supplier to the job site.

6.4.6. Privately Owned Vehicle (POV). POV operation on the flightline and industrial area is discouraged for several reasons (including security, safety, FOD, and liability) and will be kept to an absolute minimum. POV access to the flightline and industrial area requires a flightline and/or industrial area pass and the operator must possess a valid/current AF Form 483.

6.4.7. Golf Carts.

6.4.7.1. Electric or gasoline powered golf-type carts or similar utility vehicles will follow all rules established in this instruction and will be equipped with forward and rear lamps for night operations.

6.4.7.2. Passengers will be limited to actual seats available. Each operator must be trained, flightline and industrial area qualified, and possess a valid AF Form 483.

6.4.8. Bicycles.

6.4.8.1. Bicycle operators will also follow this instruction to include adherence to the roadways.

6.4.8.2. Bicycles will be equipped with reflectors or reflective tape for night driving. Ensure the bicycle is always parked where aircraft or motor vehicles will not be impeded.

6.4.8.3. Each operator must be trained, flightline and/or industrial area qualified, and possess a valid AF Form 483.

6.4.8.4. Helmets are not required on the flightline or industrial area because they cause a potential FOD hazard.

6.5. Flightline/Industrial Area Entry.

6.5.1. General access to the airfield is through Gates 31, 38, and 18 (CLSS gate). These gates are equipped with electronic entry controls. Failure to enter a gate code has historically resulted in damage to the gates; therefore, EVERY vehicle will stop and enter the appropriate gate code. Access to the flightline is thru the approved entry control points depicted on the airfield as FOD checkpoints. One of the following identifications is required for entry into the flightline/industrial area: Active Duty Military ID, DoD Civilian ID or Robins Contractor Badge.

6.5.2. Other access required for official business will be coordinated with the CAM, DCAM, or designated AM representative. Using any other gates for flightline or industrial area access must be coordinated with 78 OSS/OSAB (6-2114). Violators will be assessed punishment IAW paragraph 7.6, Violation 12.

6.5.3. All gate codes are issued on a “need-to-know” basis and will be changed quarterly or as required. Updated code changes will go through the unit FDPM or alternate. Gate codes will not be sent via e-mail.

NOTE: If the access gates are manned, the procedures above will not be utilized. Gates 31 and 38 will be the only access points to the airfield; all other gate openings must be approved by the CAM or DCAM.

6.6. Vehicle Traffic (see Attachment 3).

6.6.1. All vehicles will follow designated roadways and will not drive diagonally across an aircraft-parking ramp, but at 90-degree angles to the taxi line.

6.6.2. When entering a roadway, all vehicle traffic will yield to vehicles already on the existing roadway.

6.6.3. On ramps, parking areas and the taxiways/taxi lanes where there is no roadway, vehicles will drive on the immediate right side of the taxi line for FOD prevention.

Exceptions: AMOPS vehicles conducting airfield inspections/checks and pavement inspections and emergency vehicles responding to an emergency.

NOTE: The ramp in front of AMOPS often has large transient, Med-Evac, Distinguished Visitor aircraft and helicopters operating on it. It is also a major crossroad for ground traffic, taxiing and towed aircraft operating between the east and west sides of the flightline. This area has high visibility and mishap potential. Use extreme caution when driving in this area.

6.7. Authorized Traffic Routes and Restrictions. Attachment 3 establishes vehicle traffic routes for the safe, orderly movement of flightline and industrial area vehicles on Robins AFB. All flightline/industrial area vehicle traffic, except munitions laden vehicles, vehicles used for actual emergency responses, leading or towing aircraft, or airfield inspections will utilize the established vehicle lanes on the flightline and industrial area. Vehicle routes will be utilized at all times.

NOTE: Driving out of marked vehicle lanes to avoid stop signs or to “cut-corners” is not authorized. Use of the ramp or taxiways as a shortcut between streets is illegal. Such actions are grounds for revocation of AF Form 483, except for emergency vehicles, responding to an emergency.

6.8. Crossing Taxiway F1 at Beale Drive. Use extreme caution crossing Taxiway F1 at Beale Drive. Taxiway F1 leads directly into the Alert Area (Christmas Tree area). Vehicle operators will give right-of-way to all aircraft movement. Only those with an official need and proper flightline credentials are authorized to enter the airfield from Beale Drive.

6.9. Right-of-Way. All moving aircraft (towed or operated) have the right-of-way except for vehicles responding to an emergency. The control tower will de-conflict traffic for safe passage on the controlled movement area. Use extreme caution in the vicinity of aircraft.

6.9.1. All wheeled vehicles will clear the path of a moving aircraft/emergency vehicle, and remain at a full stop until the aircraft/emergency vehicle is 200 feet past your vehicle.

6.9.2. Do not pass between a taxiing aircraft and the follow-me vehicle.

6.9.3. Vehicles will not be abandoned on active aircraft movement areas.

6.10. Restricted Areas.

NOTE: Restricted areas at RAFB are noted on Attachment 1. These areas are delineated by a red line and patrolled by 78 SFS personnel. Entry into the following areas is through an entry control point (ECP) and requires ramp specific credentials.

6.10.1. 19 ARG and 116 ACW mass parking area on the east and west of the airfield.

6.10.2. Alert area (Christmas Tree area).

6.10.3. Taxiways Delta East and Foxtrot (when aircraft are present).

6.11. Vehicle Operations on the Controlled Movement Area.

6.11.1. Individuals are not permitted in the aircraft controlled movement area (see Attachment 2) unless they are performing official duties, have established 2-way radio communications with Robins control tower, and have been given permission to enter the controlled movement area from the control tower.

6.11.2. Two-way radio communications with Robins control tower must be maintained while in the controlled movement area. Phraseology is as follows:

6.11.2.1. To enter the controlled movement area state, “Robins Ground”, (who you are, where you are, and what you want to do).” Example, “Robins Ground, this is Ops 1 at the intersection of Taxiway Golf and Taxiway Alpha, request permission onto Taxiway Golf for a FOD check.”

6.11.2.2. To leave the radio controlled movement area state, “Robins Ground, (who you are, where you have left, and your intentions).” Example, “Robins Ground, this is Ops 1, I have left Taxiway Golf.”

6.11.2.3. Pay close attention to what the controller says. Requesting permission to cross is not always approved. If hold instructions are given, repeat them back to the controller verbatim and wait for further instructions. Hold Short Instructions phraseology is as follows:

VEHICLE: *“Robins Ground, Ops 1 on Taxiway Bravo, request permission to cross from Bravo to fire lane.”*

GROUND CONTROL: *“Ops 1, Robins Ground, HOLD SHORT OF RUNWAY at Bravo.”*

VEHICLE: *“Robins Ground, Ops 1 holding short of runway at Bravo”*

*****Always read back “hold short” instructions*****

6.11.3. If radio contact is lost or suspected to be lost while in the CMA:

6.11.3.1. Immediately exit the CMA, (do not cross any other CMAs) and proceed to AMOPS and brief them on the incident.

NOTE: Do not cross the runway or other controlled movement areas during radio failure.

6.11.3.2. Monitor the tower for light-gun signals.

6.11.3.3. Be vigilant of repeated changes of the intensity of runway lights. Such an action indicates that the vehicle operator should immediately depart the runway, and contact the tower or observe and adhere to light gun signals.

6.11.3.4. Be vigilant of repeated flashing of the taxiway lights. Such an action indicates that the vehicle operator should immediately depart the CMA and contact the tower or observe and adhere to light gun signals.

NOTE: For vehicles not on the CMA, flashing lights indicate that you should give way to taxiing aircraft and if able, contact tower.

6.11.4. Vehicle operators will acknowledge and immediately comply with all instructions received from the control tower. It is the responsibility of the vehicle operator to understand all instructions received from the control tower. If there is any doubt as to what the control tower's instructions are, the vehicle operator will remain outside of the controlled movement area, or leave the radio controlled movement area, and ask for clarification.

6.11.5. All vehicles requesting access to the runway will hold short of the VFR/INST hold markings and the white stop bars on access roads (see Attachment 2) until instructed by the control tower to proceed. Vehicle operators will report off of the runway. **DO NOT** use the word "**CLEAR**" or "**CLEARED**".

6.11.6. Drivers of vehicles without 2-way radio communications capability with Robins control tower, who require entry into the controlled movement area, will:

6.11.6.1. Contact their host unit for an escort by a vehicle equipped with 2-way radio communications.

6.11.6.2. Or, when an escort vehicle is not available, checkout an AMOPS hand-held radio for use in the controlled movement area.

6.12. Radio Controlled Movement Area (CMA)

6.12.1. Radio Controlled Movement Area. At Robins AFB, the portion of the movement area where tower control is necessary is defined as: Runway 33/15, overruns, Taxiways G and G1, the ILS Critical Areas and the infield areas parallel to the runway on both sides out to and including 100 feet from the pavement's edge. (see Attachment 2)

6.12.2. The following areas may be accessed without tower approval: the ALC ramp, Airfreight Ramp, 19 ARG Alert Area, 116 ACW East and West Ramps, 19 ARG Ramp, Taxiways A, B, C, D East, E, F1, H, H1, J, K, and Taxilanes C1 and C2. (see Attachment 2)

6.12.3. Controlled taxiway points are marked with a painted solid white line and a double red line at each entry point. Also, a red sign is located at each entry point on both sides of the taxiway stating the following: “Stop, Controlled Taxiway.” (see Attachment 4)




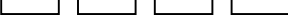

6.13. Restricted Visibility or Night Operations.

6.13.1. Flashing lights or parking lights will be used at night, or during daytime restricted visibility conditions, when vehicles are temporarily parked on any part of the aircraft-parking ramp. This does not apply to designated parking areas.

6.13.2. Vehicle operators will exercise caution to ensure headlights do not point toward taxiing aircraft or towing operations, so aircraft or tow vehicle operators are not blinded.

NOTE: The CAM, DCAM, or designated AM representative may suspend flightline and industrial area driving due to weather and other circumstances. AMOPS will disseminate any such suspensions via any means necessary to include, but not limited to: the Base Internet, Maintenance Control, and Robins Command Post.

6.14. Control Tower Light-Gun Signals. All flightline authorized operators will have a tower light gun signal decal, ATCT LIGHT GUN SIGNALS, (available at AMOPS) displayed in plain view of the driver in all government motor vehicles (GOVs). All vehicle operators on the flightline will know and comply with the following signals:

STEADY GREEN LIGHT 	CLEAR TO CROSS
STEADY RED LIGHT 	STOP
FLASHING RED LIGHT 	CLEAR THE ACTIVE RUNWAY
FLASHING WHITE LIGHT 	RETURN TO STARTING POINT
RED AND GREEN LIGHT 	GENERAL WARNING. EXERCISE EXTREME CAUTION

6.15. Vehicle Parking.

6.15.1. All unattended vehicles will be parked so they will not interfere with aircraft being towed or taxied.

6.15.2. When parking on the flightline, that is not a painted/designated parking spot, all vehicle operators will:

6.15.2.1. Turn off the ignition.

6.15.2.2. Leave keys in the ignition.

6.15.2.3. Set parking brakes.

6.15.2.4. Place gear in reverse (if manual); in park (if automatic).

6.15.2.5. Leave doors unlocked.

6.15.3. Additionally, when parking near an aircraft always:

6.15.3.1. Park with driver's door closest to the aircraft.

6.15.3.2. Position vehicle behind the nose of an aircraft parallel with the wing (no closer than 25 feet).

6.15.3.3. Position vehicle wheels at a 45-degree angle, towards the driving lane.

6.15.3.4. Never park under any portion of an aircraft.

6.15.3.5. Preposition chocks when backing toward an aircraft.

6.16. Vehicle Operations During Aircraft Engine Runs.

6.16.1. No vehicle will be parked or driven closer than 25 feet in front of or to the side of, or 200 ft (500 feet for heavy aircraft, i.e. C5, C17) behind, any aircraft while engines are operating except as prescribed in the applicable aircraft handbook.

6.16.2. Be vigilant for the red flashing lights at Line 9 and functional row entrance points, loud engine noise, exhaust fumes, etc. these are indications that aircraft engines are operating and for you not proceed.

6.16.2.1. When aircraft engines are operating on the functional row spots 4, 5, or 6, do not use the vehicle access road leading to Line 9 (see Attachment 1), use the alternate entry point.

6.16.2.2. The alternate entry point for Line 9 and bldg 40 is between functional spot F3 and F4.

6.17. Vehicle Malfunctions.

6.17.1. When a vehicle on the CMA has a malfunction that prevents operation under its own power, every means will be used to alert taxiing aircraft, tower, and AMOPS. Parking lights or emergency flashers will be on during the hours of darkness. An operator will remain with the vehicle until tower or AMOPS are notified and the vehicle is clear of the runway, taxiways and taxilanes.

6.17.2. Vehicles with radio communications capability will notify tower or AMOPS of their location, malfunction, and intentions. If unable to contact tower or AMOPS, then contact your

operations center (i.e. maintenance control, command post, supervisor, shop chief, etc.) to contact tower and/or AMOPS for assistance. Do not abandon your vehicle. If radio communications is not available with tower or AMOPS, vehicle operators will notify the tower or AMOPS through other means available, to include but not limited to: a messenger, flashing of headlights, etc.

6.18. Mobile Obstacles.

6.18.1. Mobile obstacles (i.e., generators, light-alls) will not be left unattended near taxiways or aprons except as follows:

6.18.1.1. Taxiway – 200 feet from center line of taxiway.

6.18.1.2. Apron – 125 feet from edge of apron closest to the equipment.

6.19. Speed Limits. General speed limit on the flightline and the industrial areas are 15 mph and 5 mph within 25 feet of an aircraft. Exception: Emergency response vehicles will use reasonable and prudent judgment when responding to emergencies.

6.19.1. Towing speed for all aircraft, and vehicles towing two or more maintenance stands is not to exceed 5 mph.

6.19.2. Towing speed for a single maintenance stand is 10 mph.

6.19.3. The maximum towing speed for Aerospace Ground Equipment, such as compressors, ground power units, oxygen arts, and similar equipment, is 15 mph.

Chapter 7

Enforcement

7.1. Vehicle Control.

7.1.1. The Commander, Security Forces (SF) in coordination with the CAM, DCAM, or designated AM representative will enforce vehicular flightline and industrial area procedures IAW AFOSH STD 91-100, paragraph 6.3.1. The following agencies have authority to enforce driving standards: the CAM, DCAM, designated AM representative, Safety, Security Forces, unit commanders and FDPM and alternates.

7.2. Suspend/Revoke Flightline and Industrial Area Driving.

7.2.1. The CAM, DCAM, designated AM representative, Safety, Security Forces, FDPM and alternates may suspend or revoke an AF Form 483 based on violations or safety concerns.

7.3. Record Personal Information.

7.3.1. When an individual is in violation of this regulation, record the following on the violation notification worksheet (VNS) (see Attachment 11): violator's name, office symbol, phone number, immediate supervisor, POV pass number (flightline or industrial area), AF Form 483 certificate number and date of certification.

7.3.2. Report this information and the completed VNS (including action taken) to the CAM, DCAM, or designated AM representative, at AMOPS within five duty days (extension 6-2114 or fax 6-7480).

7.3.3. The individual enforcing a violation is responsible for completing the VNS. Exception: Security Forces will inform AMOPS of the infraction, and the CAM, DCAM, or designated AM representative will complete the VNS.

7.3.4. VNS disposition: one year.

7.4. Unauthorized Entry onto the Controlled Movement Area.

7.4.1. The violator will be detained and brought to AMOPS.

7.4.2. The CAM or DCAM will interview the individual and he/she will complete AF Form 457, *USAF Hazard Report*, for violations not involving aircraft (AF Form 651 will be used for violations involving aircraft). The DCAM will keep completed form on file for two years.

NOTE: These forms are available on-line at the Air Force's Electronic Publications and Forms site.

7.4.3. The individual's FDPM and commander will be notified that the violator's AF Form 483 is confiscated, and flightline and industrial area driving privileges are revoked for one year (see paragraph. 7.6).

7.4.4. An AF Form 651, *Hazardous Air Traffic Reports* will be completed for CMA violations involving an aircraft by the individual reporting the hazard (tower controller or pilot) and forwarded to WR-ALC/SE.

7.5. Certificate Suspension/Surrender/Revocation Procedures of AF Form 483.

7.5.1. General. Gross or repeated violations of safety or of flightline and industrial area driving rules or an overall demonstrated lack of ability on the part of the certificate holder will result in suspension of privileges, surrender of the certificate without comment, or revocation of the certificate.

NOTE: All suspended/surrendered/revoked certificates require written correspondence from the individual's unit commander/program directorate (0-6 or equivalent) to be reissued (contactors need to contact their sponsoring unit) (see Attachment 13).

7.5.2. Suspension. Any supervisor in the driver's chain of command may suspend a driver's certification pending further training. All suspensions will be reported to the FDPM or alternate. All suspended certificates will be forwarded to the CAM, DCAM, or designated AM representative.

NOTE: Failure to complete annual refresher training, or if AF Form 483 is not dated or signed, will result in competency card suspension.

7.5.3. Surrender. All certificate holders will surrender certificates upon demand of the unit's FDPM or alternate, unit commander, Security Forces, CAM, DCAM, or designated AM representative. The certificate holder will notify the FDPM or alternate if someone other than the FDPM or alternate has demanded the surrender of his/her AF Form 483. All surrendered certificates will be forwarded to the CAM, DCAM, or designated AM representative.

7.5.4. Revocation. The certificate holder's unit commander, FDPM or alternate, CAM, DCAM, or designated AM representative may revoke the AF Form 483. All revoked certificates will be forwarded to the CAM, DCAM, or designated AM representative, for documentation and destruction. Initial flightline driving training must be re-accomplished before a new AF Form 483 is to be returned to the offender.

7.5.5. All certificate holders are required to surrender certificates upon PCS, separation, retirement or when the need to drive on the Robins AFB flightline and industrial area no longer exists. The unit FDPM or alternate will ensure the certificate is returned to the CAM, DCAM, or designated AM representative within five duty days.

7.6. Flightline and Industrial Area Driving Violation Assessment.

<u>Violation</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>
1. Controlled Movement Area CMA) Intrusion	E	E	F, Note 3	
2. Encroaching ILS critical area	C	D	E	E
3. Careless driving/Unsafe Operations	A	B	C	D
4. Creating a FOD Hazard	B	C	D	E
5. Speeding	B—E	C—E	D—E	E
6. Invalid AF Form 483	C	D	E	E
7. Invalid/No POV pass	C	D	E	E
8. Not giving right-of-way to taxiing aircraft	E	E	E	E
9. Not giving right-of-way to aircraft in tow	B	C	D	E
10. Not adhering to designated roadways	A	B	C	D
11. Operating vehicle in an unsafe manner	A	B	C	D
12. Illegally entering the flightline and/or industrial area	A	B	C	D
13. Vehicle abandonment in movement areas.	C	D	E	E

LEGEND	
A	Verbal warning and log violation.
B	15 Day Suspension, FDPM briefing on the infraction, letter from Unit/CC requesting reinstatement
C	30 Day Suspension, Unit/CC briefing on the infraction, letter from Unit/CC requesting reinstatement, and attend Flightline and Industrial Area Driver's Training for revalidation
D	180 Day Suspension, PD/Wing CC briefing on the infraction, letter from Unit/CC requesting reinstatement, and attend Flightline and Industrial Area Driver's Training for revalidation
E	One Year Suspension, PD/Wing CC briefing on the infraction, letter from Unit/CC requesting reinstatement, and attend Flightline and Industrial Area Driver's Training for revalidation
F	Permanent Flightline and Industrial Area driving privileges revoked
NOTE 1: Flightline and industrial area violations are maintained on file in Base Operations for 1 year after the date of the last violation. NOTE 2: Suspensions/revocations include both flightline and industrial area driving privileges. NOTE 3: A third CMA Intrusion will result in permanent flightline and industrial area driving privileges revocation	

Chapter 8

Vehicle Passes and Annual Justification of Vehicle Passes

8.1. General. All privately and commercially own vehicles on the Robins AFB flightline or industrial area must have a flightline or industrial area POV pass and the operator must possess a valid/current AF Form 483.

8.1.1. All requests for flightline or industrial area POV passes will be submitted to 78 OSS/OSAB for 78 ABW/CC consideration (see Attachment 14).

8.1.2. Flightline or industrial area POV passes will be displayed on the driver's side front window of the vehicle, or hung from the rear view mirror. Passes no longer required should be returned to the unit FDPM or alternate, or AM.

8.1.3. Passes are reissued annually, approximately 15 March; passes from the previous year are invalid and should be returned to the unit FDPM or alternate, or AM.

NOTE: It is illegal to duplicate any vehicle pass, AF Form 483, etc.

8.2. Flightline Pass. The flightline pass permits a driver of a POV to drive in the flightline and industrial areas.

8.3. Industrial Area Pass. The industrial area pass permits a driver of a POV to drive **ONLY** in the industrial area.

8.4. Temporary Pass. The temporary pass gives the owner access to a specific portion of the flightline or industrial area. Situations include but are not limited to (TDY, inspection teams, equipment drop-off, etc). Contact the FDPM to request a pass who will in-turn contact the CAM or DCAM. All temporary passes are given out exclusively by the CAM or DCAM and must be justified. Temporary Passes will be short in duration and will not to exceed 60 days.

8.5. Airfield Construction Crews Pass. This pass will be issued to airfield construction crews for accessing the flightline or industrial area. These passes are valid for the length of the contract not to exceed one year. Passes are renewed on "as needed" bases, at the discretion of the CAM or DCAM. Must be accompanied with a Temporary Airfield Construction Waiver IAW UFC 3-260-01 (except for emergency repairs) approved by the Airfield Manager.

8.6. Fire Department Pass. A pass given exclusively to the fire department to allow fire department personnel access to the fire station, adjacent to AMOPS, for the industrial area only.

8.7. Procedures to Obtain a Flightline or Industrial Area POV Passes

8.7.1. It is the responsibility of each unit commander and/or program directorate to keep flightline and industrial area POV pass issuances to a minimum. Unit commander/program directorate will manage and re-issue allocated passes prior to requesting additional passes.

8.7.2. Submit a pass request letter to your FDPM, or unit directorate.

8.7.2.1. Contractors will submit a pass request letter through their sponsoring organization.

8.7.3. Individual's FDPM, program directorate, or sponsoring unit will then submit a request letter in accordance with the format in Attachment 15 of this instruction, signed by their unit commander or program directorate to the CAM or DCAM.

8.7.4. The CAM or DCAM will notify the individual's FDPM, unit directorate, or sponsoring organization of approval or disapproval of pass request. If approved, FDPM, unit directorate, or sponsoring organization will provide a list of individuals receiving the passes and pick up the serially numbered pass from the CAM, DCAM, or designated AM representative at AMOPS.

NOTE: The 78 ABW/CC is the approval authority for all POVs on the flightline and industrial area. Government owned vehicles do not require a pass to operate on the flightline and industrial area, however each operator **WILL** possess a valid/current AF Form 483.

8.8. Annual Requests and Justification for Passes.

8.8.1. The requesting unit must justify in writing the total number of requested POV passes into the flightline and/or industrial area. Submit requests in memorandum format (reference Attachment 15) addressed to 78 ABW/CC and forward to the 78 OSS normally by 1 January.

8.8.1.2. The 78 ABW/CC reviews and approves/denies requests normally by 1 February and returns requests to 78 OSS who will notify the FDPMS of the approved number of passes.

8.8.1.3. The FDPM will provide the 78 OSS/OSAB a roster of all personnel assigned a flightline and industrial area pass after being notified of approved POV pass allocation (shared passes will be annotated as shared) (see Attachments 16 and 17).

8.8.1.4. The CAM, DCAM compiles the approved requests and contacts the unit FDPM or alternate for pickup of passes normally by 1 March. Passes are assigned to individuals, not vehicles.

8.8.2. The new passes go into effect 15 March annually, unless otherwise specified by Airfield Management. Unit commanders should pursue available avenues (i.e. reassign passes, purchase/acquire GOVs, etc.) to remain within the allocated number of passes.

8.9. Lost/stolen Passes.

8.9.1. Individual will notify their FDPM and security forces of the lost or stolen pass. The FDPM will notify the CAM or DCAM.

8.9.2. The individual may request another pass but must do so through their FDPM.

8.9.3. The request for a replacement pass must include the circumstances that led to the pass being lost or stolen, what actions are being taken to prevent this from reoccurring, and signed by the individual's unit commander or program directorate.

Chapter 9

Quality Control

9.1. The DCAM will monitor unit's flightline driver training program, as follows:

9.1.1. Take a proactive approach utilizing local resources [base newspaper, commander's access channel (TV), unit briefings, etc.] to educate/inform/update users on flightline and industrial area changes and trends.

9.1.2. Conduct daily airfield patrols and spot checks to monitor compliance with flightline driving procedures.

9.1.3. Monitor radios for proper radio terminology/phraseology and discipline.

9.1.4. Monitor unit's flightline and industrial area driving training program for effectiveness.

9.1.5. Annually review and inspect each unit's flightline and industrial area driver's training program. Develop/manage a quarterly schedule of upcoming unit inspections and provide it to the Airfield Operations Board for review. Review should focus on program integrity, compliance and support. As a minimum, review/inspect:

9.1.5.1. FDPM qualifications and letter of appointment.


9.1.5.2. Availability and currency of the flightline and industrial area driving instruction, prescribed forms, and other associated publications.

9.1.5.3. Current listing and number of certified flightline and industrial area driving in the unit.

9.1.5.4. Adequacy of training and testing materials.

9.1.5.5. Training documentation.

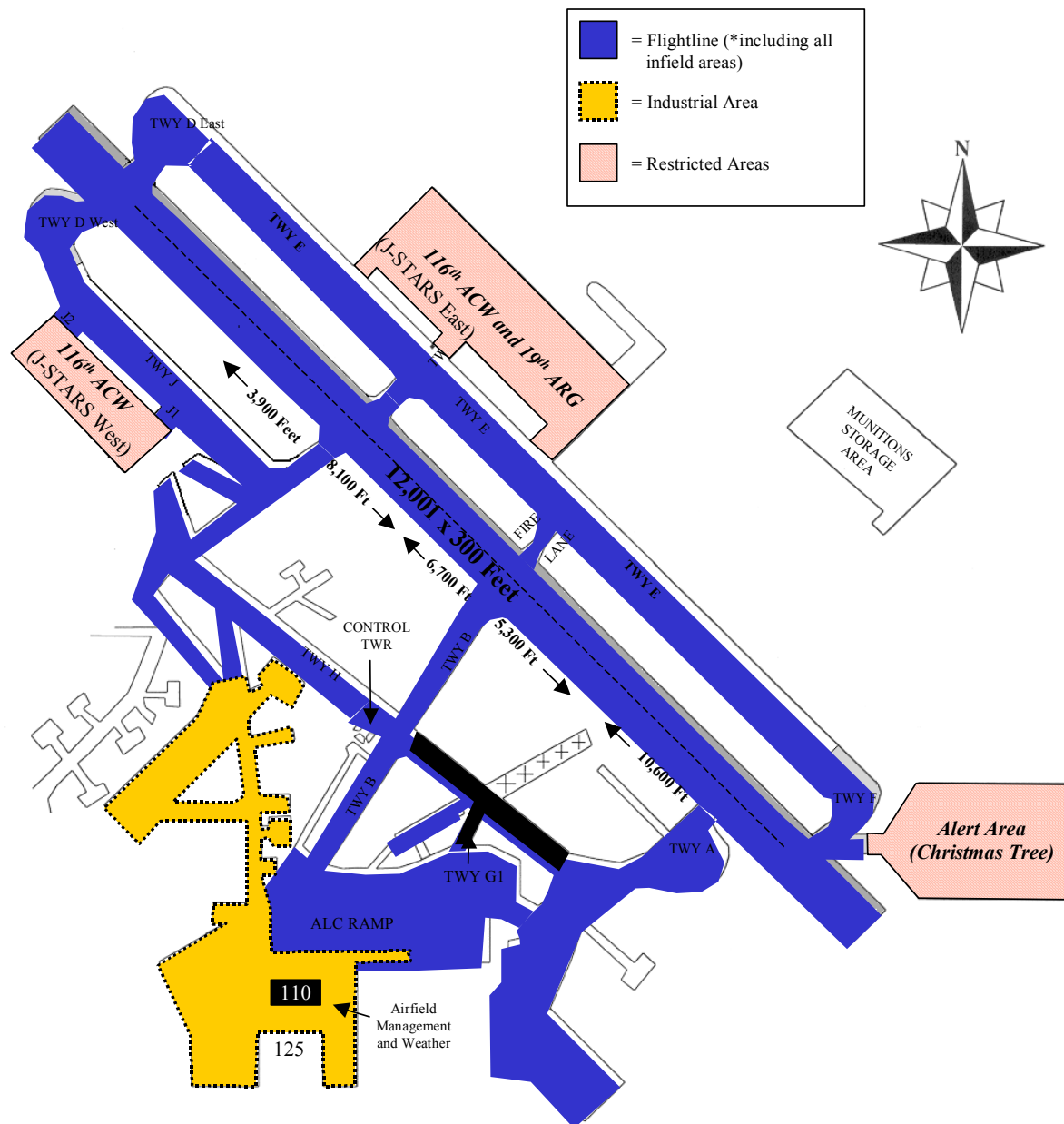
9.1.6. Prepare and brief results of review/inspection at the quarterly Airfield Operations Board. If unable to attend, ensure CAM or AM representative briefs information.



MARVIN T. SMOOT, JR.
Colonel, USAF
Commander, 78th Air Base Wing

Attachment 1

RAFB Flightline and Industrial Areas

Taxiway Pavement Widths

- *200 Feet - G1
- *175 Feet - A, C (East), D, E, F, F1, K, J, & Line 9
- *150 Feet - B, C (West), G, H, & L
- *125 Feet - J1 & J2
- 50 Feet - C1, C2, & H1
- * Usable width 75 feet center section only

TACAN Checkpoint Locations

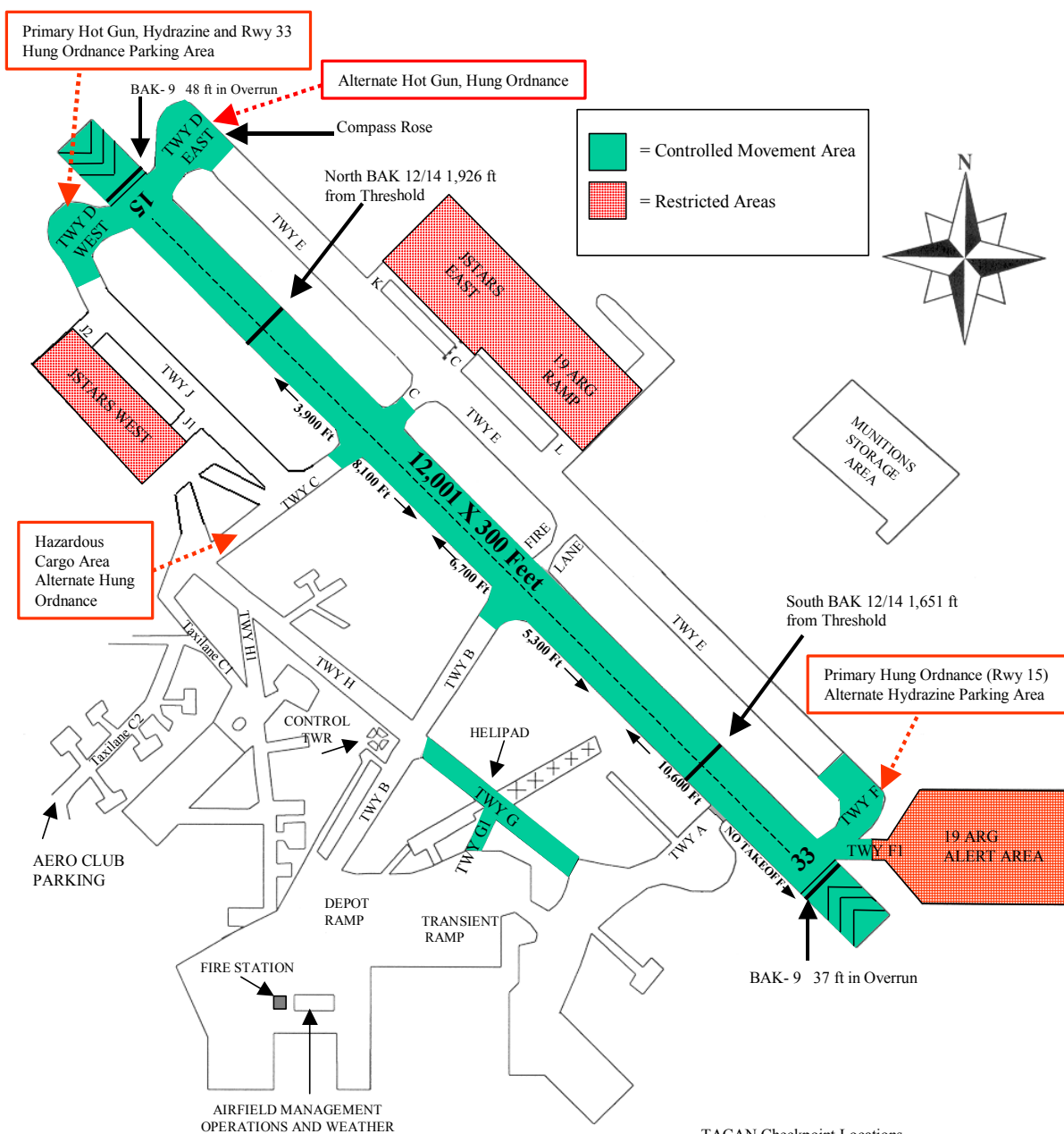
- TWY A- MAG bearing 138, DME 4.9 NM
- TWY D West- MAG bearing 137, DME 3.0 NM
- TWY D East- MAG bearing 133, DME 3.0 NM
- TWY F- MAG bearing 137, DME 5.0 NM

AIRFIELD DIAGRAM
ELEVATION 294 FT

NOT TO SCALE

Attachment 2

RADIO CONTROLLED MOVEMENT AREA



Taxiway Pavement Widths

- *200 Feet - G1
*175 Feet - A, C (East), D, E, F, F1, K, J, & Line 9
*150 Feet - B, C (West), G, H, & L
*125 Feet - J1 & J2
50 Feet - C1, C2, & H1
NOTE: C1 & C2 are Taxilanes
* Usable width 75 feet center section only

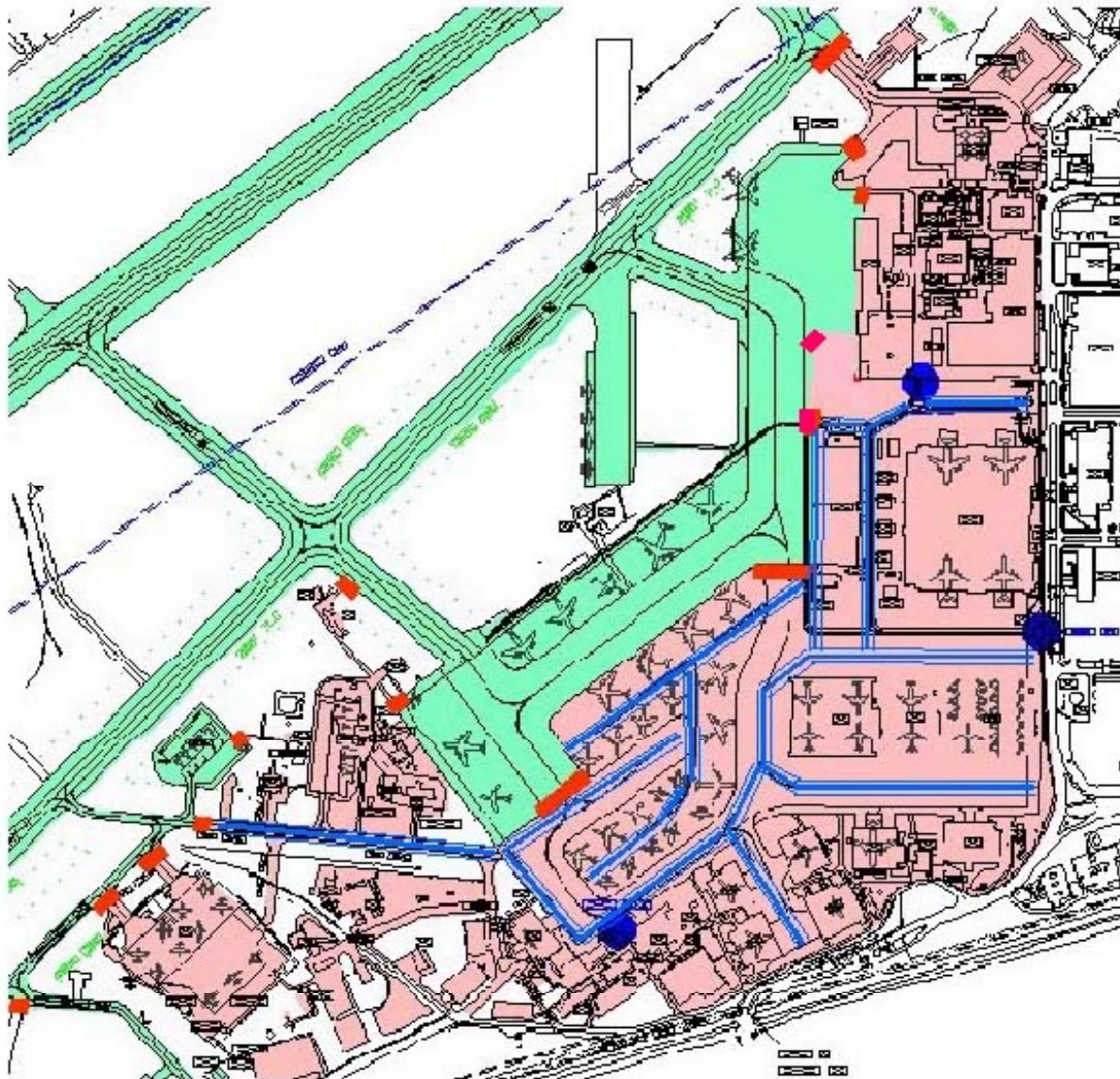
TACAN Checkpoint Locations


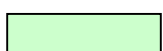


- TWY A- MAG bearing 138, DME 4.9 NM
TWY D West- MAG bearing 137, DME 3.0 NM
TWY D East- MAG bearing 133, DME 3.0 NM
TWY F- MAG bearing 137, DME 5.0 NM

AIRFIELD DIAGRAM
ELEVATION 294 FT

NOT TO SCALE




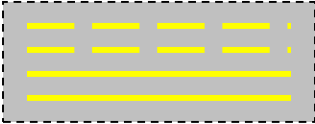

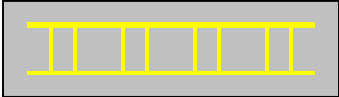

Attachment 3

**AUTHORIZED VEHICLE ROUTES AND
CONTROLLED ENTRY POINTS**

-  Authorized Vehicle Routes
-  Flightline and industrial area
-  Industrial Area
-  Flightline Entry Control Points & Mandatory Foreign Object Damage/Debris Checkpoints

Attachment 4

Airfield Visual Aid Safety Placard

	RWY/RWY HOLD POSITION Hold short of intersecting runway
	RWY/TWY HOLD POSITION Hold short of intersecting runway on taxiway
	 HOLD POSITION BOUNDARY Boundary of RWY/TWY Protected Area
	 ILS CRITICAL AREA BOUNDARY Boundary of ILS Critical area
	TAXIWAY LOCATION: Identifies Twy on which Aircraft/Vehicle is located

Attachment 5**FLIGHTLINE AND INDUSTRIAL AREA DRIVING PROGRAM
CHECKLIST**

The unit FDPM or alternate will have a continuity binder that contains the following:

- A5.1. Current copy of the RAFBI 13-206, *Control and Operation of Vehicles on Robins AFB Flightline and Industrial Area*
- A5.2. Unit FDPM appointment letter including alternates (reference Attachment 6).
- A5.3. Roster of all unit personnel authorized on the flightline and industrial area, including: initial training documentation, Flightline/Industrial Area POV pass number, retraining dates and AF Form 483, Certificate of Competency certification number.
- A5.4. Completed Attachment 6 for all personnel listed in A.5.3.
- A5.5. Refresher training documentation for all personnel listed in A.5.3.
- A5.6. List of all violations from unit (see Attachment 8).
- A5.7. List of suspended AF Forms 483 from unit.
- A5.8. A copy of all the POV pass requests addressed to 78 ABW/CC and sent to 78 OSS.
- A5.9. Copy of inspection checklist (see Attachment 5 and 9).

Attachment 6



DEPARTMENT OF THE AIR FORCE
(UNIT SPECIFIC LETTERHEAD)
 ROBINS AIR FORCE BASE, GA

Date:

MEMORANDUM FOR 78 OSS/OSAB

FROM: Unit/CC or Program Directorate (Office Symbol)

SUBJECT: Flightline Driving Program Manager (FDPM) Appointment Letter

The following individuals are appointed FDPMS:

FDPM/alternate	Rank/Name	Office Symbol	Phone
-----------------------	------------------	----------------------	--------------

Primary:

Alternate:

NAME, rank, USAF
 Commander/Directorate, Unit

Attachment 7**FLIGHTLINE AND INDUSTRIAL AREA DRIVER TRAINING LESSON
PLAN OUTLINE****A7.1. Administration**

A7.1.1. Complete Attachment 9, blocks 1-3, of this instruction and accomplish the following before coming to initial training:

A7.1.1.1. Read AFJMAN 24-306, Chapter 25, RAFBI 13-206 and applicable unit material.

A7.1.1.2. Ensure the individual has proper state/government license and necessary unique-vehicle training.

A7.2. Flightline and Industrial Area Entry Points (see Attachment 1 and 3)

A7.2.1. Most commonly used entrances and exits.

A7.2.2. Which gates to use for particular needs.

A7.2.3. Flightline and industrial area security procedures and individual's responsibilities.

A7.3. Briefing Points

A7.3.1. Flightline and industrial area traffic flow.

A7.3.2. Painted roadways on ramps, stop points, and flow in non-painted areas.

A7.3.3. Normal aircraft flow patterns (under own power and being towed).

A7.4. Speed Limits and Safety Practices**A7.5. Radio Controlled Movement Areas, Restricted Areas, Hazards, and Congested Points****A7.6. Operations in the Vicinity of Aircraft****A7.7. Vehicle Parking and Chocking****A7.8. Procedures for Operating in the Radio Controlled Movement Area**

A7.8.1. Coordination and radio procedures.

A7.8.2. Runway and taxiway markings and signs.

A7.8.3. Control tower light gun signals.

A7.9. Night and Adverse Weather Operations.

A7.10. FOD Control and Prevention.

A7.11. Types of Violations and Reporting Procedures

A7.12. Operations and Situations Unique to Your Specific Unit.

A7.13. Driving Orientation Ride--Day/Night

A7.14. Training Evaluation

A7.14.1. Driving evaluation.

A7.14.2. Color Vision Check (when necessary).

A7.14.3. Multiple-choice test administered by classroom instructor.

Attachment 8**AF FORM 483 CHECKLIST**

1. Does the trainee have a valid civilian driver's license?

Must have this or will not be eligible to receive flightline or industrial area-driving license. Document this on the "Record of Flightline and Industrial Area Driving Training and Certification" (see Attachment 9).

2. Has the trainee received training on the type of vehicle he/she will be operating?

Must be certified to drive all equipment he/she will be operating.

3. Has the trainee received color vision testing? N/A for industrial area

Must be able to distinguish taxiway/runway markings and airfield lighting and control tower light gun signals.

4. Has the trainee received daytime driving orientation, including airfield markings? N/A for industrial area

Must be knowledgeable of aircraft parking areas, driving lanes, restricted areas, entry control points and taxiway/runway markings.

5. Has the trainee received nighttime driving orientation, including airfield lighting and markers? N/A for industrial area

Must be knowledgeable of aircraft parking areas, driving lanes, restricted areas, entry control points and taxiway/runway lighting. It is more difficult to maintain situational awareness at night.

6. Has the trainee received a practical driving evaluation?

Must be formally evaluated on flightline and industrial area driving procedures both day and night. This involves the trainer riding with and evaluating the trainee at nighttime and daytime.

7. Is the "Record of Flightline and Industrial Area Driving Training and Certification" completed (see Attachment 9)?

Present this form at time of testing. Must be properly completed, or trainee will not be able to test.

8. Has the commander signed the "Record of Flightline and Industrial Area Driving Training and Certification" (see Attachment 9)?

Attachment 9

RECORD OF FLIGHTLINE AND INDUSTRIAL AREA DRIVING TRAINING AND CERTIFICATION

THIS INFORMATION IS COVERED BY THE PRIVACY ACT OF 1974

1. Personal Data**Rank &****Name:** A1C Jane E Doe**Squadron &****Office Symbol:** 78 OSS/OSA**Duty Phone:** X-XXXX**DAFSC:** 1C0X1**Civilian License #:** 123456789**State Issued:** GA**Restrictions:** 1 ½ ton only; Must wear glasses when driving at night**2. Training Data**

<u>ITEM</u>	<u>DATE</u>	<u>TRAINER</u>	<u>TRAINEE</u>
a AF Form 110 reviewed by individual's supervisor	01 JAN 99	A.B.C.	J.E.D
b Flightline and Industrial Area Driving Training (classroom)	01 JAN 99	A.B.C.	J.E.D
c Day Orientation Ride (practical)	01 JAN 99	A.B.C.	J.E.D
d Night Orientation Ride (practical) N/A for Industrial Area Training	01 JAN 99	A.B.C.	J.E.D
e Driving Evaluation (practical) N/A for Industrial Area Training	01 JAN 99	A.B.C.	J.E.D
f Color Vision (if applicable, reference Chapter 4) N/A for Industrial Area Training	01 JAN 99	A.B.C.	J.E.D
g Control Tower Light Gun Signals (if applicable, reference Chapter 4) N/A for Industrial Area Training	01 JAN 99	A.B.C.	J.E.D

3. Unit Commander/Program Director

Date signed: DD/MM/YY

I.M. CommanderI.M. COMMANDER, MAJ, USAF
Commander**4. Results**

Score: ENTERED BY AMOPS/FDPM or alternate

ENTERED BY FDPM OR AMOPS

AF Form 483 Number:

5. Approved**ENTERED BY AMOPS**

Date signed: DD/MM/YY

ENTERED BY AMOPS

Chief, Airfield Management

Attachment 10

AF Form 483 FLIGHTLINE/INDUSTRIAL AREA

CERTIFICATE OF COMPETENCY		CERTIFICATE NO. 00001	REFRESHER TRAINING		
NAME (Last, First, Middle Initial) Driver, Joe R.		DATE YYYY/MM/DD	DATE	INSTRUCTOR	DATE REFRESHER
COMMAND AFMC		INSTALLATION Robins AFB, GA		EXPIRES: YYYY/MM/DD	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF ROBINS AFB FLIGHTLINE DRIVING			YYYY/MM/DD	Ima Instructor	VCO, 78 ABW/XX
TYPED NAME, TITLE AND ORGN IMA INSTRUCTOR VCO, 78 ABW/XX		SIGNATURE Ima Instructor		EXPIRES: YYYY/MM/DD	
			YYYY/MM/DD	Ima Instructor	VCO, 78 ABW/XX
				EXPIRES: YYYY/MM/DD	

AF FORM 483, 19850201 (EF-V2)

AF FORM 483, 19850201 (REVERSE) (EF-V2)

AF Form 483 (Suspended)

CERTIFICATE OF COMPETENCY		CERTIFICATE NO. 00001	REFRESHER TRAINING		
NAME (Last, First, Middle Initial) Driver, Joe R.		DATE YYYY/MM/DD	DATE	INSTRUCTOR	DATE REFRESHER
COMMAND AFMC		INSTALLATION Robins AFB, GA		FLIGHTLINE DRIVING TRAINING COMPLETED	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF ROBINS AFB FLIGHTLINE DRIVING			YYYY/MM/DD	Ima Instructor	VCO, 78 ABW/XX
TYPED NAME, TITLE AND ORGN IMA INSTRUCTOR VCO, 78 ABW/XX		SIGNATURE Ima Instructor		EXPIRES: YYYY/MM/DD	
			SUSPENDED YYYY/MM/DD		

AF FORM 483, 19850201 (EF-V2)

AF FORM 483, 19850201 (REVERSE) (EF-V2)

AF Form 483 (Restricted CMA)

CERTIFICATE OF COMPETENCY		CERTIFICATE NO. 00001	REFRESHER TRAINING		
NAME (Last, First, Middle Initial) Driver, Joe R.		DATE YYYY/MM/DD	DATE	INSTRUCTOR	DATE REFRESHER
COMMAND AFMC		INSTALLATION Robins AFB, GA		EXPIRES: YYYY/MM/DD	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF ROBINS AFB FLIGHTLINE DRIVING			YYYY/MM/DD	Ima Instructor	VCO, 78 ABW/XX
TYPED NAME, TITLE AND ORGN IMA INSTRUCTOR VCO, 78 ABW/XX		SIGNATURE Ima Instructor		EXPIRES: YYYY/MM/DD	
			YYYY/MM/DD	Ima Instructor	VCO, 78 ABW/XX
				EXPIRES: YYYY/MM/DD	

AF FORM 483, 19850201 (EF-V2)

AF FORM 483, 19850201 (REVERSE) (EF-V2)

Attachment 11



DEPARTMENT OF THE AIR FORCE
78TH OPERATIONS SUPPORT SQUADRON (AFMC)
250 EAGLE ST., STE. 202
ROBINS AIR FORCE BASE GEORGIA 31098-2602

Date:

MEMORANDUM FOR *UNIT COMMANDER*

FROM: 78 OSS/OSAB

SUBJECT: Flightline and Industrial Area Driving Violation Notification

1. Request the individual identified below be informed of the necessity of following Robin's flightline and industrial area driving rules/procedures when operating on the flightline and industrial area.

Name: **AF Form 483 Date:** **Pass #**

Unit: **Telephone:** **Supervisor:**

2. *Violation:*

3. *Required Action:*

JIM W. RHODES, GS-12
Chief, Airfield Management

Suspense Date: _____

Date Forwarded: _____

Forwarded to 78 SFS: _____

Attachment 12



DEPARTMENT OF THE AIR FORCE
78TH OPERATIONS SUPPORT SQUADRON (AFMC)
250 EAGLE ST., STE. 202
ROBINS AIR FORCE BASE GEORGIA 31098-2602

Date:

MEMORANDUM FOR 78 OSS/OSAB

FROM: **UNIT COMMANDER**

SUBJECT: Suspension/revocation of AF Form 483

1. The AF Form 483, **Certificate of Competency** for Amn John Doe has been suspended/revoked for the following reason:

a.

b.

2. Amn Doe is not permitted to drive on the Robins flightline and industrial area for (xx) days from the date of this letter.

3. Flightline and industrial area driving training is/is not required and will be scheduled on (date).

NAME, Grade, USAF
Commander/Directorate, Unit

Attachment 13



DEPARTMENT OF THE AIR FORCE
78TH OPERATIONS SUPPORT SQUADRON (AFMC)
250 EAGLE ST., STE. 202
ROBINS AIR FORCE BASE GEORGIA 31098-2602

DATE

(Date five duty days prior to reinstatement)

MEMORANDUM FOR 78 OSS/OSA

FROM: UNIT COMMANDER

SUBJECT: AF Form 483 Reinstatement Letter

I recommend the AF Form 483, **Certificate of Competency**, for Mr. John Doe be reinstated on (date). He has completed retraining and/or testing as required by RAFBI 13-206, *Control and Operation of Vehicles on Robins AFB Flightline and Industrial Area*. Mr. Doe has been briefed on the consequences of the next violation.

NAME, Grade, USAF
Commander/Directorate, Unit

Attachment 14

PROCEDURES FOR PERSONNEL TDY AT RAFB

1. TDY personnel must contact their host unit and inform them of the number of personnel that have requirements to drive on the flightline and/or industrial area, and how long the personnel will be at RAFB. (Contact CAM/DCAM at 926-2114 for non-supported units)
2. The host unit FDPM will maintain a list of all personnel who will be driving on the flightline and/or industrial area. This list will be kept on file with the host unit until the TDY personnel depart RAFB. Also, fax a copy of this list to AMOPS at 926-7480.
3. Does the individual who will be driving on the flightline and/or industrial area have a current AF Form 483 from his/her home station in their possession?
 - a. If yes, annotate on the reverse side the date trained, who the trainer (instructor) was, and enter "RAFB" as the refresher. If there is no room on the reverse side of the AF Form 483, complete an additional AF Form 483 and annotate on the reverse side of the new one.
 - b. If no, complete Attachment 9 in RAFB 13-206. Have the individual complete initial training requirement for testing and certification. Stamped "TEMPORARY RAFB ONLY" on the front of the AF Form 483.

CERTIFICATE OF COMPETENCY		CERTIFICATE NO. 00001	REFRESHER TRAINING		
NAME (Last, First, Middle Initial) Driver, Joe R.		DATE YYYY/MM/DD	DATE	INSTRUCTOR	DATE REFRESHER
COMMAND AFMC	INSTALLATION Robins AFB GA		EXPIRES YYYY/MM/DD		
HAS SUCCESSFULLY COMPLETED PRESCRIBED COURSE OF INSTRUCTION OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF ROBINS AFB FLIGHTLINE DRIVING					
TYPED NAME, TITLE AND ORGN IMA INSTRUCTOR VCO, 78 ABW/XX		SIGNATURE <i>Ima Instructor</i>			

AF FORM 483, 19850201 (EF-V2)

AF FORM 483, 19850201 (REVERSE) (EF-V2)

PREVIOUS EDITIONS WILL BE USED.

TEMPORARY

NOTE: The AF Form 483 will be assigned a number and annotated in the CAM, DCAM, or designated AM representative log that the temporary duty personnel roster signifies the individual is legal to drive on RAFB flightline and/or industrial area. TDY personnel's AF Form 483 will be given an expiration date to accomplish their mission.

4. Inform AMOPS when the individual departs RAFB.

Attachment 15

(UNIT SPECIFIC LETTERHEAD)

DATE:

MEMORANDUM FOR 78 ABW/CC

FROM: *FDPM, unit directorate, or sponsoring unit (Unit/CC is required for annual revalidation)*

SUBJECT: Request for Flightline and Industrial Area Privately Owned Vehicle (POV) and Industrial Area Passes

1. *(Unit/Agency) requests (number) (Flightline or Industrial Area POV) passes be issued.*
2. Justification:
3. Each individual listed has satisfactorily completed the flightline and industrial area driver's program, or had refresher training within the last year, and possesses a current AF Form 483, **Certificate of Competency.**

NAME, rank, USAF
Commander/Directorate, Unit

Attachments:

1. Flightline pass roster
2. Industrial Area pass roster

1st Ind, 78 ABW/CCMEMORANDUM FOR *UNIT/CC*

1. Approved/Disapproved (number) Flightline POV Passes.
2. Approved/Disapproved (number) Industrial Area POV Passes.

NAME, rank, USAF
Commander
78th Air Base Wing

FLIGHTLINE POV PASS ALLOCATION SHEET

[illegible]

